

**TITLE, SERIES, GRADE:** Deputy Chief for Litigation, ES-905-01/03

**SALARY RANGE:** \$131,342 - \$142,500

**PROMOTION POTENTIAL (IF ANY) TO:** None

**VACANCY ANNOUNCEMENT NUMBER:** 04-SES-CRM-01

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 11/28/03

**CLOSING DATE:** 12/19/03

**DUTY LOCATION:** Criminal Division, Fraud Section, Washington, D.C.

**NUMBER OF VACANCIES:** 1 Position

**DUTIES:**

As Deputy Chief for Litigation for the Fraud Section, the incumbent's major duties and responsibilities will include: supervising and coordinating the most sensitive and complicated litigation matters assigned to the Fraud Section; working closely with the Section Chief and other Deputy Chiefs in the development of cases for prosecution and on policy matters; coordinating with the United States Attorneys and other federal investigative agencies involved with white-collar crime matters to formulate and implement strategies and policies regarding prosecutions, new initiatives, joint civil and criminal investigations, and related matters.

The incumbent has frequent interaction with Departmental personnel up to and including the Office of the Attorney General, as well as with foreign law enforcement and governmental representatives from all over the world.

In addition, the incumbent

- consults with senior Department officials to coordinate the functions and policies of the Section with those of the Department;
- insures that Section attorneys are properly prepared and trained to litigate complex matters, and in terms of their substantive knowledge and strategic and ethical insights;
- supervises indictment reviews, prepares memoranda recommending prosecution or advising against it, reviewing such memoranda prepared by other members of the staff and recommending approval or disapproval of these memoranda;
- reviews the work of attorneys assigned to matters requiring grand jury presentation, motion practice and trial;
- insures that appropriate technology is utilized in complex investigations;
- assists and advises United States Attorneys in the preparation of significant and complex fraud prosecutions; and
- confers with senior representatives of Federal, State, and local enforcement and regulatory agencies, and the private sector in connection with matters assigned to the Fraud Section.

In addition to the duties outlined above, the incumbent of this position will be responsible for facilitating the implementation of Department white-collar crime enforcement initiatives, and serving as the central focus in the Section on the Department's prosecutive strategies and policies, thereby ensuring enhanced

quality in the prosecutive process.

## **MANDATORY QUALIFICATIONS**

**A. Executive/Managerial Requirements** – For consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must provide a supplemental narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) Leading Change: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2) Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
- 3) Results Driven: Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4) Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5) Building Coalitions/Communication: The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**B. Professional/Technical Requirements:** In addition to the Executive/Managerial requirements, applicants for this position must also provide a separate narrative that demonstrates strong professional/technical skills as listed below:

- 1) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 2) Familiarity with Federal regulatory and investigatory agencies;
- 3) Significant experience in litigating Federal criminal fraud cases;

- 4) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in fraud cases and related matters;
- 5) Law degree and Bar membership is required.

**DESIRABLE QUALIFICATIONS:**

Significant supervisory experience.

**EVALUATION METHODS:**

Candidates will be evaluated on the qualifications identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history.

**ADDITIONAL INFORMATION:**

The managerial qualifications of a selectee who is not a current or former Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, an individual entering the SES career service for the first time is subject to a one-year probationary period.

**HOW TO APPLY:**

- A. Applicants may choose one of three job application procedures. You may:
  - (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
  - (2) a resume (please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
  - (3) Standard Form 171, Application for Federal Employment.
- B. To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Executive/Managerial and Professional/Technical Requirements listed above.
- C. In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

**Preference is to receive an application via e-mail [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to (202) 353-0775.**

Mailed applications should be sent to: Department of Justice, Criminal Division, Personnel Programs Staff, 1400 New York Avenue, NW, Suite 500, Washington, DC 20530,  
Attn: Joel Mekler. **All applications must be received by midnight of the closing date.**

For additional information or copies of forms, please call (202) 514-2811.

Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

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